

HARWICH HEALTH DEPARTMENT

SEWAGE PERMIT APPLICATION CHECKLIST



**AVOID UNNECESSARY DELAYS –
FOLLOW THIS PROCESS FOR SUCCESSFUL PERMIT REVIEW**



CHECK ALL ITEMS – ALL BOXES MUST BE CHECKED BEFORE FILING

- ☐ **1 COPY COMPLETED SEWAGE PERMIT APPLICATION**
 - ☒ All applicable information is filled in on form
 - ☒ Application is signed by a LICENSED installer (*currently licensed by the Town of Harwich*)
- ☐ **APPLICATION MUST BE IN THE NAME OF THE LEGAL OWNER OF THE PROPERTY**
 - ☒ Please verify on the Assessor's Public Computer (located on first floor)
- ☐ **ADDRESS, MAP AND PARCEL HAVE BEEN VERIFIED ON THE ASSESSOR'S COMPUTER**
- ☐ **4 COPIES ENGINEERED SITE PLAN**
 - ☒ One site plan will have an original signature and stamp of the designer.
 - ☒ Site plan of property should show the size and location of all proposed buildings, sheds, pools, decks, etc.
 - ☒ Site plan should show the location of all components of sewage disposal system.
 - ☒ Three additional site plans are necessary when filing simultaneously for building permit.
- ☐ **1 COPY Floor Plan(s)**
 - ☒ Floor plan should show existing conditions, dimensions of each room, and room egresses (floor plans should also include basements/attics; if unfinished, this should be stated).
 - ☒ If alterations are planned, floor plans shall show proposed conditions as described above.
- ☐ **PERMIT FEE**
 - ☒ Made payable to "Town of Harwich" (fee to be determined based upon system design)
- ☐ **IS PROPERTY IN ZONE II (Water Resource Protection District)** ☐ YES ☐ NO
- ☐ **IS PROPERTY IN FLOOD ZONE** If yes, which one? _____ Zone
- ☐ **VARIANCE LETTER/DEED RESTRICTIONS**
 - ☒ (If applicable) Letters and restrictions shall be recorded at Barnstable County Registry of Deeds and a copy submitted with application
- ☐ **WELLS – Consumption and Irrigation**
 - ☒ All wells must be indicated on plan and show required setbacks
 - ☒ Consumption wells must be installed prior to submittal and approval

**** Avoid delays by filing building and septic applications simultaneously**

**** Turn-around time can be a minimum of 3 weeks.**